

Adjutant General's Department

2/20/2013

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to:					
1-Present State employees of TAG Dept 2-All State employees' 3-Public					
<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Salina	1,2,3	Unclassified Full-time	NEW Facilities Specialist https://www.da.ks.gov/ps/pub/reginfo.asp?id=173935	Smoky Hill Weapons Range	March 22, 2013
Ft. Riley	1	Unclassified Full-time	Mechanic I - Supply Open to Current Adjutant General's Department Employees Only	RSMS	Feb. 24, 2013
Salina	1,2,3	Unclassified Full-time	Program Consultant II Crisis City https://www.da.ks.gov/ps/pub/reginfo.asp?id=173853	KDEM	Feb. 28, 2013

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

NEW Facilities Specialist **184th Smoky Hill Weapons Range, Salina, KS**

Requisition # 173935 – Closes March 22,, 2013 – Full time, unclassified with benefits, state position, \$15.75 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 3/22/2013.

Job Description: Employee will perform general maintenance in the following categories, interior/exterior finish work including paint, plaster, stains, tints or wall coverings; carpentry and masonry to existing structure; wall system construction/repair; grounds maintenance; window replacements; concrete placement/finishing; electrical under supervision of master electrician; replace/repair plumbing, modifications to sheet metal products; service, repair or replace electrical appliances, motors, fuses, switches, etc.; troubleshoot, maintain and repair existing secondary circuits, electrical system, fire suppression systems; and other required facility maintenance. Employee performs preventive maintenance tasks as assigned involving roof inspections, wire rope cable inspection, checking hoists and cranes and other structural requirements.

Minimum and Preferred Qualifications: Requires a high school diploma or GED and five (5) years experience in the mechanical or building trades. Must be physically able to move objects weighting up to 80 pounds and work at heights up to 100 ft.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>
(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.
Stephanie Burdett: 785-274-1460 Janice Harper: 274-1386 Jo Boswell: 274-1391

NOTE: On-line application and listing of other State Vacancies are available on the Internet, www.jobs.ks.gov

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harpe5.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #173935. The Adjutant General's Department is an Equal Opportunity Employer.

Mechanic I - Supply RSMS, Ft. Riley, KS Open Only to Current Employees of the Adjutant General's Department

Closes February 24, 2013 – Full time, unclassified with benefits, state position, \$15.03 per hour. All application must be received by the closing date of 2/24/2013.

Job Description: Maintain and repair heavy-duty equipment such as tractors, large and small trucks, and accessory equipment. Perform service or repair on voltage regulators, generators, brakes, guilds and other components. Assist in removing, repairing and replacing drive train components. Perform minor body, fender and metal case repairs.

Minimum and Preferred Qualifications: Requires a high school diploma or GED. Also required is any combination of experience or training equal to one (1) year in automotive or heavy equipment repair.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. **You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220 or submit a State of Kansas Employment Application to K. Noel, 1970 2nd St., RSMS-Camp Funston, Fort Riley, Kansas 66442, 785-239-8891.**

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harpe5.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. The Adjutant General's Department is an Equal Opportunity Employer.

Program Consultant for Crisis City – Salina, Kansas Kansas Division of Emergency Management

Requisition # 173853 – Open until February 28, 2013 – Full time, unclassified with benefits, state position, starting wage of \$21.13 to \$23.31 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 2/28/2013.

Job Description: The Kansas Adjutant General's Department, Division of Emergency Management is looking for an energetic person to promote the Crisis City Training Center located 7 miles Southwest of Salina Kansas. The position requires a charismatic individual dedicated to providing a safe and user friendly professional training environment for First Responders, Military and Private Sector Partners. The individual will be responsible for managing and maintaining the facilities, planning future training venues, building relationships with National Guard/military personnel, Response Agencies such as Law Enforcement, Fire and EMS as well as Special Response Teams, Private Industry, and Emergency Management Agencies. Duties will include marketing and promoting the Crisis City Training Center, budgeting and fiscal management to enhance usage and overseeing future training venues and expand opportunities for growth. The position will require some evening and weekend work to meet the needs and schedules of Responders and other users. Some travel will be required to market and promote the facility. The individual should have a strong working knowledge and or experience in Emergency Response and be able to create training venues and activities that provide realistic training and exercise opportunities for those participating, with safety being paramount.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

Minimum and Preferred Qualifications: Requires a high school graduation or equivalent and one year of experience in planning, implementing and monitoring activities relevant to the agency's programs. Education may be substituted for experience. To fulfill requirements of this position, travel throughout the State of Kansas is required. Background in public safety, and/or marketing is desired.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

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